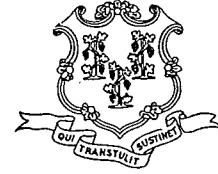


STATE OF CONNECTICUT
OFFICE OF THE CHIEF MEDICAL EXAMINER
11 Shuttle Rd., Farmington, CT 06032-1939
Telephone: (860) 679-3980 Fax: (860) 679-1257



SEXUAL HARASSMENT POLICY

It is the established policy of the Office of the Chief Medical Examiner to ensure equal employment opportunity and to prevent illegal discrimination in all departmental practices. Sexual harassment is a type of sex discrimination. It is prohibited by Title VII of the Civil Rights Act of 1964, as amended, and by Section 46a-60(a)(8) of the Connecticut General Statutes as an Unfair Employment Practice.

Sexual harassment is defined as: "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment".

Sexual harassment will not be tolerated by the Office of the Chief Medical Examiner and will be grounds for disciplinary action. The Office of the Chief Medical Examiner's Affirmative Action Officer through the established Affirmative Action Complaint Procedure will handle complaints of sexual harassment.

Employees, outside vendors, contractors may seek information and/or file complaints directly through the Office of Diversity & Equity at (860) 679-3563 or contact their immediate supervisor. Employees may also notify the Human Resources Department about incidents of sexual harassment. The confidentiality of the reporting party (parties) will be observed provided it does not interfere with the institution's ability to investigate or take corrective action. Complaints of sexual harassment will be investigated promptly. The determination of the merit of a particular action will be made from the facts, on a case-by-case basis, looking at the totality of circumstances. Retaliation against any persons participating in the investigation is prohibited, and may result in disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, expulsion or dismissal.

Managers and supervisors must consult with the Office of Diversity & Equity on all complaints alleging sexual harassment and/or when aware of behavior prohibited by this policy. The Office of Diversity and Equity will work with the Human Resources Department if disciplinary action is necessary.

disabilities, developmental disabilities, and by many older persons, and sets goals for affirmative action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce.

My commitment and support to this policy of affirmative action is and will continue to be applied to all aspects of the employment process.

Affirmative Action plays a role in each stage of the employment process. These stages include:

- a. Advertising/Recruiting: Ensuring that there is an available pool of protected class members for vacancies.
- b. Employment Applications, Job Qualifications, Job Specifications and Personnel Practices: Are reviewed periodically to ensure that there are no artificial barriers set to prevent qualified applicants from employment.
- c. Orientation: All new employees are given a copy of the Department's Affirmative Action Policy during the orientation session.
- d. Training: Opportunities are made available by voluntary request and participation of the employee.
- e. Counseling: The Office of Diversity and Equity is available to counsel employees regarding Affirmative Action issues and assist them in pursuing the agency grievance procedure if applicable.
- f. Service Ratings: Based solely on job performance. They are reviewed and signed by the individual's immediate supervisor as well as the next level supervisor, the Agency Human Resources Administrator and the employee in order to ensure the absence of bias in the evaluation process.
- g. Lay Off: Are consistent with the State regulations and applicable collective bargaining contracts.
- h. Terminations: The Office of Diversity and Equity is advised of all dismissals. This ensures that the termination is a result of just cause and absent of discrimination due to protected class membership.

The Office of the Chief Medical Examiner's affirmative action and equal opportunity process are administered by the University of Connecticut Health Center (UCHC) Office of Diversity and Equity, 16 Munson Road, 4th Floor, Unit 5310, Farmington, CT 06030, phone: (860) 679-3563. Staff is available to counsel and assist employees, students and patients with concerns related to non-discrimination, equal opportunity and affirmative action. The Office of Diversity and Equity will keep me apprised of the status of these procedures at the Chief Medical Examiner.

- University of Connecticut Health Center's (UCHC) Office of Diversity and Equity (860) 679-3563; or
 - UCHC's Human Resources (860) 679-8067.
2. **Harassment Witnesses** – Any employee who witnesses harassment prohibited under this policy or becomes aware that another employee has been subjected to such harassment is also urged to immediately report the conduct via one of the avenues listed above.
 3. **Supervisors and Managers** – Any supervisor or manager who receives a complaint about prohibited harassment or who believes that someone is engaging in such harassment are mandated to report it to Office of Diversity at (860) 679-3563 or Human Resources. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

No Retaliation


OCME strictly forbids retaliation against employees who report harassment or who participate in internal or external investigations of harassment. Agents of OCME shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under Federal or State law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by State or Federal law. All employees are strongly urged to report all instances of retaliation via one of the avenues listed above.

Investigating Complaints

OCME takes all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly. All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by OCME as a result of such investigations.

Corrective Action

If an investigation confirms that harassment prohibited under this policy has occurred, OCME will take corrective action promptly. Discipline up to and including discharge from state service may be imposed.


H. Wayne Carver II, M.D.
Chief Medical Examiner


Date